

## APPENDIX C

### Independent Police Auditor's Recommendations

ISSUES RAISED IN:	ISSUE:	DISPOSITION	RESOLUTION PERIOD:
<b>1993 1st Quarter Report</b>	Create a new system for the classification of complaints	Adopted	1st, 2nd Quarter Reports and 1994 Year End Report
	Standardize the definition of Procedural and Informal Complaints	Adopted	2nd Quarter Report and 1994 Year End Report
	Apply Intervention Counseling to all complaints	Adopted	2nd Quarter Report and 1994 Year End Report
	Establish procedures to address potential bias within the Internal Affairs Unit	Adopted	2nd Quarter Report and 1994 Year End Report
	Enact policy to ensure objectivity of the intake process	Adopted	2nd Quarter Report and 1994 Year End Report
<b>1994 3rd Quarter Report</b>	Establish and comply with a timetable regarding the length of time required for complaint classification and investigation	Adopted	1994 Year End Report
	Implement citizen "Onlooker Policy"	Adopted	1995 Midyear Report
	Standardize investigation writing format	Adopted	1994 Year End Report
	Provide report writing training for "Drunk in Public" cases	Adopted	1994 Year End Report
	Provide chemical testing for "Drunk in Public" cases	Not Adopted	1994 Year End Report
	Send minor complaints to BFO to expedite investigations	Adopted	1994 Year End Report
<b>1994 Year End Report</b>	Establish neutrality in the selection of Formal or Informal complaint process	Adopted	1994 Year End Report
	Interview complainants and witnesses within three months of complaint initiation	Adopted	1994 Year End Report
	Contact complainants at regular intervals through updates and closing letters	Adopted	1994 Year End Report
	Provide a sample of all SJPD Reports to the Police Auditor	Adopted	1994 Year End Report
	Use of mandatory consent forms for consent searches	Not Adopted	1995 Year End Report
	Enact policy for collecting physical evidence in use of force cases and immediate investigation by supervisor	Adopted	1995 Year End Report

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ISSUES RAISED IN:	ISSUE:	DISPOSITION	ISSUES CONCLUDED IN:
<b>1994 Year End Report</b>	Write complainant's statement in addition to recording and provide copy to complainant	Adopted	1994 Year End Report
	Handle Informal Complaints through counseling by Field Supervisor and contact with complainant (where desired)	Adopted	1994 Year End Report
	Revise letters sent to complainants to include information about IPA's role	Adopted	1994 Year End Report
<b>1995 Midyear Report</b>	Maintain a central log of contacts from potential complainants	Adopted	1995 Year End Report
	Obtain additional office space for PSCU	Adopted	1997 Year End Report
	Police Department should refer complainants to either PSCU or IPA	Adopted	1995 Year End Report
	Implement policy to standardize format for officer's interview	Adopted	1995 Year End Report
	Review Off-Duty Employment Practices	Adopted	1997 Year End Report
<b>1996 Midyear Report</b>	Connect IPA to City of San José's internet network	Adopted	1997 Year End Report
	Conduct intake investigation of complaints lacking a signed Boland Admonishment	Adopted	1996 Mid Year Report
	Retain name of officer where Boland Admonishment is not signed (but need not place in personnel file)	Not Adopted	
	Complaint classification should more appropriately reflect the nature of complaint	Adopted	1996 Midyear Report
	Assist in the implementation and design of a new computer system	Adopted	1996 Midyear Report
<b>1996 Year End Report</b>	Implement process for responding to citizen's request for officer identification	Adopted	
	Establish Class I and Class II of use of force categories	Adopted	1996 Year End Report

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ISSUES RAISED IN:	ISSUE:	DISPOSITION	ISSUES CONCLUDED IN:
<b>1996 Year End Report</b>	Complete Class I Use of Force investigations within 180 days	Adopted	1996 Year End Report
	Complete all investigations of citizen complaints within 365 days	Adopted	1996 Year End Report
<b>1997 Year End Report</b>	Establish IPA's authority to audit relevant DI cases	Adopted	1997 Year End Report
	Establish a procedure for officers to identify themselves to civilians when requested to do so. The identification should be made in <b>writing</b>	Adopted	1998 Year End Report
	When forcibly taking a blood specimen from an uncooperative suspect, do so in an accepted medical environment, according to accepted medical practices and without the use of excessive force	Adopted	1998 Year End Report
	All complaints not covered under a Cardoza exception should be investigated by the PSCU and reviewed by the Chain of Command within 10 months, allowing the IPA enough time to request additional investigation, if needed	Adopted	1998 Year End Report
	Time limits and a reliable tracking system should be set for every bureau and department involved with the complaint process	Adopted	1998 Year End Report